



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204



James L. Greeson, State Fire Marshal
Division of Fire and Building Safety

Plan Review Policy and Procedure

I. Policy

A. Description: Plan Review Policy and Procedure

B. Purpose/Rationale: Establish guidelines for compliance with House Enrolled Act (HEA) 1301-2014 regarding Plan Review of projects submitted to the Indiana Department of Homeland Security (IDHS) Division of Fire and Building Safety (DFBS).

C. Applicability: This policy and procedure applies to DFBS Plan Review staff who intake projects, review code compliance, and issue the Construction Design Release (CDR).

II. Definitions

Table 1 provides a list of terms and conditions used in conjunction with this policy.

Table 1 – Policy Term Definitions

Term	Definition
Application	A completed application may include one or more of the following, based on the scope of work: <ul style="list-style-type: none">▪ Application for Construction Design Release (ACDR) – includes partial filings▪ Application for Storage Facilities for Flammable and Combustible Liquids and Gases▪ Fire Suppression System Application▪ Swimming Pool Application▪ Addendum Application
CDR	Construction Design Release



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Complete Project	This consists of the application, applicable fee(s), and all the documents listed on the application.
DFBS	IDHS Division of Fire and Building Safety
DFBS Intake Specialist	Administrative staff responsible for submissions and supporting the plan reviewer through the plan review process.
Full Plan Review	The process where a certified plan reviewer conducts a review of a Class 1 structure for compliance with all of the applicable rules of the Fire Prevention and Building Safety Commission and including the Life Safety and Health Review.
Life Safety and Health Review	This is a review of certain project types for, at a minimum, compliance with: occupancy type, construction type, occupant load, number of exits required, accessibility, fire suppression/fire alarm system where required, allowable area, fire rated construction.
Request for Information (RFI)	A Request for Information (RFI) is a document issued to a submitter who did not include all required information or documentation for plan review purposes.
Submitter	Person or entity that submits a Class 1 Structure construction project for plan review.

III. Procedure

All projects submitted for a Construction Design Release (CDR) shall be submitted to DFBS electronically to: www.in.gov/dhs/2650.htm, or via US mail or hand delivery to:

302 W. Washington Street
Ste. E-245
Indianapolis, IN 46204

Upon submission, the DFBS Plan Review staff will conduct an initial review to determine if the plan submission is complete. The complete evaluation is part of the Life Safety and Health Review and is part of the initial ten (10) business day assessment to determine if a project receives a full Plan Review. If the submission is incomplete, the

initial ten (10) day assessment will start when all required documents and information are submitted.

Complete Evaluation:

1. A submitted plan is received by the DFBS Intake Specialist, who sends an email confirming receipt to the submitter.
2. The DFBS Intake Specialist checks the application for signatures, stamps, and fees. The Intake Specialist is also responsible for inputting paper submission information into the DFBS database system, which is used internally to track the status of the project. The entity that submitted the project can also track the status of its own project <http://www.in.gov/dhs/2645.htm>. The Intake Specialist assigns the project to a DFBS Plan Reviewer. The DFBS Plan Reviewer then checks for completed drawings and documents. The plan review is developed based on the drawings and documents submitted. Without complete and correct information, DFBS is unable to conduct a full plan review.
3. If the project submission is complete, the project proceeds on to the Life Safety and Health Review.
4. If the project is incomplete, DFBS issues an e-mail with a copy of the plan review check list stating that the application is not complete. Upon receipt of this e-mail, the submitter must provide DFBS with the missing or incomplete items by uploading the information to the DFBS system.

Life Safety and Health Review:

5. When it is determined that a submission is complete, the DFBS Plan Reviewer conducts a Life Safety and Health Review for the project. During this process, the DFBS Plan Reviewer checks for building exits, fire area (separation and/or sprinkler requirements), building area, accessibility (access, egress, restrooms, and showers), occupant load, plumbing fixtures, fire walls/fire barriers, construction type, and travel distance. If the DFBS Plan Reviewer determines that the project meets the Life Safety and Health Review, the project will receive a CDR within ten (10) business days from the date the complete project was submitted. If the project has issues in one of the categories listed above, or if it is randomly selected by a DFBS Plan Reviewer, the project will move onto a full plan review.

Full Plan Review:

6. Please note that the following project types will automatically move on to a full plan review: Assembly, Educational, Hazardous, Residential, and Institutional occupancies. Other projects that are also considered for a full plan review are tanks, multiple buildings,

pools, hoods, Chapter 34 projects, high rise buildings, elevators, boilers, flammable and combustible storage, explosive storage, or projects where the owner or design professional has been invited in for a discussion on another project within the past year. Full Plan Review consists of a full code assessment of a project.

7. If, during the Full Plan Review, there are no issues the project will receive a CDR within twenty (20) business days from the day the complete project was submitted.
8. If, during the Full Plan Review there are issues identified, a Request for Information (RFI) will be issued to the building owner and designer upon completion of the full plan review. The recipients of the RFI have a thirty (30) business day time period in which to respond. During the 30 business day response, the 20 business day response requirement will be suspended. If, in the response, to the RFI all items are not answered completely, or if in the response another issue is identified by the DFBS plan reviewer, a second RFI may be issued. When an RFI receives a response and it is determined that all issues are resolved, a CDR will be issued within ten (10) business days of the RFI response.
9. If, during the Full Plan Review, an e-mail or RFI has been sent requesting additional documentation, the owner and/or designer have thirty (30) business days to respond and the following procedure will take place: Five (5) business days after the e-mail or RFI has been sent by DFBS, a phone call will be made to the owner or designer to confirm receipt of the e-mail or RFI. The owner or designer will be asked when they intend to submit a response. If no response has been received by DFBS at the end of twenty (20) business days, a notice will be sent to the owner and designer notifying them that the application will be denied. Thirty (30) business days after the initial e-mail or RFI has been sent and no response received, the application will be denied in accordance with IC 4-21.5-3.